Instructions for completing the JIS form:

All people who are party to the dissolution/paternity/modification/re-location action **must** be included in the JIS check. **Only one (1) JIS form per case** is accepted, therefore all parties must supply the necessary information to the person completing the form in order for the check to be run. The children at issue, mother/father/guardians and any other persons living in the home/s over the age of 18 must be included in the JIS.

1. Cover Sheet - First Page:

- a. The "caption" is the title/name of the case located in the upper left corner of the first page. You will see a space for "Petitioner" and below that "Respondent." You must accurately fill these spaces in according to the filing of the action and who the Court understands each party to be. Failure to do so results in improper filing of your JIS and may result in delays.
- b. The **case number** is to the right of the caption. Refer to other documents that have your case number. Case number will always be nine spaces separated by three hyphens _ _-__. Failure to improperly record your case number will result in delays and possibly improper filing of your JIS.
- c. Court hearing/trial date is the first line below. You MUST fill in a date. Your JIS cannot and will not be run without a due date.
- **Agreed Parenting Plans:** If you have an agreed parenting plan to present in Ex Parte Department A, then the date entered here must be at least 5 court days from the date you are submitting the JIS, per Local Court Rule.
- All other contested matters should have either a hearing date (if you are unsure contact the Clerk's Office, Confirmations Desk at 425.388.3587) or a trial date. For Trial, write in "Presiding Judge" in Department.
- 2. **Children Second Page:** All children who are party to the action as well as those who live in the homes.
- 3. **Petitioner/s Third Page** and **Respondent/s Fourth Page:** Please complete all mandatory fields. Critical areas are: Middle name, date of birth/maiden/other names, and driver's license or state ID number if the person has one of these.
- 4. **Other adult/s:** Any person over age 18 living in either home (mother/father/guardian) where the children will reside as part of the parenting plan must be included.

Print copy: It is recommended that you print a copy of the completed form for your records in case you need to re-submit.

Insufficient information on the form will likely result in a delay or rejection of your form. You will be notified by Court Administration if your form is rejected.

To email – if you complete the form in Word format, attach the completed document to an email and send to jis@snoco.org. If you print the form in PDF format and complete it by hand, scan and email to jis@snoco.org.